

Tabitha Wanjiru King'ori

Contact Information:

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Objective:

Dedicated and results-oriented professional with a robust background in Procurement and Logistics Management, seeking a challenging position that allows me to leverage my skills in organizational management and analytical thinking. Eager to contribute my expertise to enhance efficiency and productivity in a dynamic team environment.

Education:

- Bachelor of Procurement and Logistics Management (Second Honors, Lower Division) Kabarak University, January 2017 - December 2021
- Certificate in Mathematics Kabarak University, September 2016 - November 2016
- Certificate in Computer Applications Egerton University, January 2015 - April 2016

Certifications and Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and internet applications.
- Currently pursuing Digital Marketing and Social Media Marketing courses on Alison (Google).

Work Experience:

- Internship Metro Contractors E.A Ltd., April 2022 - June 2023 *Developed strong analytical skills and problem-solving abilities in a real-world business environment, crucial for efficient procurement operations.*
- Industrial Attachment Utalii Millers Ltd., January 2019 - April 2019 *Enhanced organizational and planning skills through hands-on experience in logistics and procurement, ensuring smooth supply chain management.*

Achievements:

- Selected as a delegate in the Best Diplomats conference hosted by the United Nations, showcasing strong interpersonal and communication skills.
- Certificate of excellence in the Sunlight and ABSA Bank Women Empowerment Program in collaboration with UNITAR, highlighting dedication to community and social causes.
- Actively participated in workshops promoting awareness on social issues, demonstrating empathy and community engagement.

Skills:

- Excellent verbal and written communication skills.
- Strong organizational and planning abilities, essential for managing procurement tasks effectively.
- Proficient in MS Word, MS Excel, and PowerPoint, facilitating detailed documentation and data analysis.
- Analytical mindset with problem-solving capabilities, crucial for addressing procurement challenges.
- Good interpersonal skills, fostering positive team dynamics, and enhancing collaboration.

References:

1. Dr. Nehemiah Kiprop Lecturer & HOD Commerce at Kabarak University Email: nkiprop@kabarak.ac.ke Phone: +254724780600
2. Ms. Hellen Wangari Director at Utalii Millers Ltd. Email: hellenkarey@gmail.com Phone: +254722405837
3. Mr. Michael Muchiri Gaitho Director at Metro Contractors EA Ltd. Email: mikemgaitho@gmail.com Phone: +254710390590